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Lieutenant Governor

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Director

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Deputy Director

DEPARTMENT OF ADMINISTRATION
HUMAN RESOURCES DIVISION
GOVERNMENT OF GUAM

JOB ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION

TO ESTABLISH A LIST FOR THE POSITION OF
SOCIAL WORKER II

(Position Code No.3.074)

ANNOUNCEMENT NO:

DOA 104-06

APPLICATIONS WILL BE ACCEPTED
FOR THE PERIOD

FEBRUARY 09, 2006 - CONTINUOUS

PAY GRADE:

OPEN: L-1; \$26,520 P/A - L-10; \$39,780 P/A
PROM: L-1; \$26,520 P/A - L-20; \$56,114 P/A

WHO CAN APPLY

Open to all government of Guam employees and the public.

**QUALIFICATION
REQUIREMENTS**

One year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral science; or

Graduation from a recognized college or university with a Bachelor's degree in social work ; or

Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL
QUALIFICATION**

Possession of a valid driver's license. **(Must be verified at the time of submission of application or include a photocopy).**

**SUITABILITY
DETERMINATION
FORM**

Your employment application will not be deemed complete unless the Suitability Determination Form is completely filled out, signed and dated. If it is not complete, or missing from your application, your application for this position will be rejected. Please pay particular attention to question #2, if you answer "YES", you must attach your police clearance that is no older than one (1) month from the date of submitting your application. In addition, please resubmit an updated Suitability Form if anything has occurred that would warrant updating your responses on your Suitability Form after you have submitted your application.

**POLICE & COURT
CLEARANCE
REQUIREMENTS**

If you are selected for this position, your selection will be conditional pending submission of a recent police and court clearance, and taking and passing a drug test(see Drug Screening section of the announcement). The hiring department will mail a letter to you explaining these requirements. You will have five (5) business days from the postmarked date of your letter to submit police and court clearances that are no older than one (1) month from the date of your letter. The cost of the clearances is your responsibility. If you have already submitted clearances with your employment application, you will not be required to resubmit as long as they meet the date criteria above. If you do not have any convictions or conditions that would warrant rescinding the job offer, and pass the drug test, you will be notified of your start date.

NATURE OF WORK

This is moderately complex professional social work involved in the application of social work principles and theory in the diagnosis and treatment of children and adults with social problems. Employees in this class perform moderately complex professional work independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

**ILLUSTRATIVE
EXAMPLES OF WORK**

Interviews clients and other appropriate persons to obtain information and makes preliminary assessment of cases in order to make proper referrals. Develops an assessment and service plan for the client; provides counseling to assist with adjustment problems; places children and adults in appropriate facilities; prepares all forms necessary to achieve service plan. Participates in the selection, summarization, and presentation of case data from a variety of sources for casework planning, supervisory conferences, and consultation. Participates in staff conferences with physicians, psychologists, and other professionals. Confers with public officials, agency representatives, and other professional persons regarding specific cases; interprets and provides public information regarding agency programs and activities. Prepares social studies, case histories, reports, and evaluations concerning information secured and services rendered. Maintains comprehensive case records and statistics; participates to a limited degree in the development and conduct of surveys and research studies; prepares other reports as required. Attends court hearings in the interest of clients, or as requested. Performs related duties as required.

SOCIAL WORKER II

KNOWLEDGE, ABILITIES & SKILLS

Knowledge of social casework principles and techniques. Ability to understand the dynamics of human behavior of individuals and groups. Ability to refer clients to appropriate agency resources. Ability to resolve problems of personal and social adjustments. Ability to interpret and apply rules, regulations, and procedures pertaining to social work programs. Ability to utilize relevant personality theory, casework method, supervision, and consultation in social work practices. Ability to exercise sound judgment in the solving of social work problems. Ability to work effectively with the public and employees. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare reports. Skill in the safe operation of a motor vehicle.

EXAMINATION REQUIREMENTS

A written test is not required. Applicants will be rated on a scale between 70.00 to 100.0 percent on the basis of their training, education and experience in relation to the requirements of the position.

DOCUMENTATION REQUIREMENTS

Applicants claiming educational accomplishments are required to submit official or verified copies of transcripts or diplomas.

INTERVIEWING PROCEDURES

A personal interview or interview by telephone (if off-island) will be held by the appointing authority or his designee for all eligibles referred via certification.

DRUG SCREENING

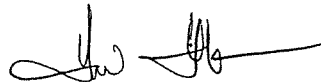
This is a Testing Designated Position (TDP), as identified in the Drug Free Workplace Program. An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to final selection. {Exception: If the position change is for thirty (30) days or less, or the applicant is classified employee not moving to a TDP or currently occupies a government of Guam Testing Designated Position (TDP), no applicant test is required.} The selection is contingent upon a negative drug test result and, thereafter, the selectee will be subject to drug testing on a random basis as the incumbent of a TDP. Further, all government employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or an unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the Department of Administration, Human Resources Division, before a final selection is made. A verified positive drug test result of a current employee occupying a TDP will also be provided to the employing appointing authority. Situations in which applicant refused or ignored the requirement to take a pre-employment drug test without just cause are to be handled as disqualified.

WHERE TO APPLY

Submit job applications at the Department of Administration, Human Resources Division, 1st Floor, Governor Manuel F.L. Guerrero Building (formerly Administration Building), Hagatña, between the hours of 9:00 a.m. - 4:00 p.m., or the Department of Labor, One-Stop Career Center, GCIC Building, Hagatña, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday. **Individuals with disabilities who require special accommodations should contact this office prior to any scheduled examinations or interviews.**

FOR MORE INFORMATION

Call or visit us at the Department of Administration, Human Resources Division at (671) 475-1141/1128 or Text Telephone: 477-5016, or the Department of Labor, One-Stop Career Center at (671) 475-6400.



For: **CECILIA G. MARTINEZ**, Manager
Human Resources Division

WE ARE AN EQUAL OPPORTUNITY EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, MARITAL STATUS, POLITICAL AFFILIATION OR DISABILITY, EXCEPT FOR POSITIONS REQUIRING BONA FIDE OCCUPATIONAL QUALIFICATIONS.